



CalTPA Steering Committee Meeting Notes, February 10, 2010

Committee Members Attending

Kathy Athey	Project IMPACT – SJCOE
Michael Cosenza	California Lutheran University
Nedra Crow	National University
Millie Murray-Ward	CSU Stanislaus
Katie Pedley	ETS
Keith Walters	California Baptist University

Commission Staff Attending

Wayne Bacer	CTC CalTPA
Phyllis Jacobson	CTC TPA
Suzanne Sullivan	CTC CalTPA

Committee Members Absent

Billye Brown	Dominican University
Ilene Foster	CSU Pomona
Mick Verdi	CSU San Bernardino

Meeting Notes follow each numbered agenda item.

Welcome, introductions, reminder of charge to offer advice to staff on matters concerning CalTPA, review of agenda with emphasis on the differences between the role of members and the role of staff.

1. Election of Co-Chairs

Members decided to postpone the selection of Co-Chairs until the next meeting to allow those absent to participate. Nedra Crow volunteered/agreed to Chair of today's meeting. Questions were posed as to length of a member's term, what is the replacement policy if a member can no longer serve, and if staggered appointments were needed. Discussion and decision was postponed until all members can participate.

2. Record of the Committee's Meetings

Members agreed that minutes/notes from each meeting should be recorded and then posted on the CalTPA webpage. Whether there should be a permanent or revolving recording secretary or whether staff would fulfill this role was left for discussion and decision until the next meetings in order that all members may participate. Suzanne agreed to take the notes of today's meeting.

3. Task Collection Update

A draft of the letter to the field was circulated for input. Members raised the issue of release forms (from parents, schools, and candidate him/herself) not covering the collection of tasks for submission to the model and asked for guidance on this matter.

Mary Armstrong, legal counsel for CTC, joined the group to present the legal viewpoint. She expressed the view that collecting tasks from programs probably is not covered by IRB because no research is being conducted and the use of TPA materials is allowable for the purposes of training. A caveat, however, is that candidates should be mindful that this purpose is included in the permissions and that a confidentiality agreement signed by assessor trainees would be helpful. Members stated they would like to have guidelines from the model, and some members wondered whether another cooperative letter circulated to districts by Dale and Jack O'Connell might be appropriate.

Keith raised a question as to the relationship of the TPA to accreditation. Phyllis explained the discussion at an initial meeting of CTC staff the day prior to the Steering Committee meeting to address this connection. Suzanne added that all programs would write to the new teacher preparation program standards 16-19 in their Program Assessment year beginning in August and that staff was working toward the inclusion of a TPA training segment within the BIR training. Stay tuned for further information on this topic....

The members made some suggestions regarding the draft letter to the field concerning task collection; Phyllis updated the letter during the lunch break

4. Next Steps for CalTPA:

Members discussed several potential options for the CalTPA in terms of reducing costs of implementation. Because some of these options could potentially change the nature of how the TPA is scored as well as address TPA implementation costs, the recommendations are more than just operational in nature, and fall within the arena of Commission policy concerning the CalTPA model. Further internal discussions need to take place, therefore, before these options can move forward.

5. Coordinators' Meeting, March 22, 2010

Several items for the agenda for this meeting were suggested, including: Data Collection information with demonstration, Task Collection information and demonstration of ways to merge documents, name file, etc., and Effective Practices on specific topics (Suzanne will solicit topics from Coordinators).

6. Future Meeting Dates

A schedule of future meeting dates was left for decision at the next meeting. The next meeting will take place in conjunction with the Coordinators' Meeting at CBU on March 22nd. This committee will meet at 8:30am in the Tillery Reading Clinic on the 2nd floor within the Yeager Center and then again following the meeting at 3:15pm in the same room.

Other

Nedra suggested members adopt one of the members who were absent, to bring them up to speed on today's discussions. The buddies are: Nedra - Billye, Mike - Ilene, Millie – Mick.

The Committee expressed its appreciation to Nedra for chairing the meeting and keeping the Committee organized and on track.